



**Orleans Parish District Attorney
Public Records Request**

Louisiana Revised Statute 44.1

MAIL APPLICATIONS TO:
Orleans Parish District Attorney
Attention: Custodian of Records
619 S White St
New Orleans, LA 70119
Telephone: (504) 822-2414
Fax: (504) 827-6396
This request may be emailed to:
publicrecordsrequest@orleansda.com

PLEASE PRINT OR TYPE.

Requestor's Information

Applicant Name		Date of Request (mm/dd/yyyy)	
Organization Name			
Mailing Address			
City		State	ZIP
Contact Telephone Number		Fax Number	
Email Address			

Requested Documents

(please be as specific as possible; attach additional pages as necessary)

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Custodian's Authorization

Name	Title
Signature X	Date (mm/dd/yyyy)

A signature is not required if the request is submitted electronically.

INSTRUCTIONS

1. Complete all information in the fields provided. If you have any questions, please call (504) 571-2958 for assistance.
2. The completed form may be submitted by mail, courier, or in person to the Custodian of Records, Orleans Parish District Attorney at the addresses listed above. Completed requests may also be faxed to (504) 827-6396 or emailed to publicrecordsrequest@orleansda.com
3. Once the request is received, it will be reviewed to determine if the requested records can be disclosed. If the requested records are exempt from disclosure, the requestor will be notified of the determination and the reasons for it.
If the requested records can be disclosed, the requestor will receive a "Notice of Estimated Costs for Copies of Public Records" by email, mail, or fax.
4. Delivery Options (*Please circle one*):
 - (a) Have the records separated for in-person review. To view records on a particular date, please list it here: _____. You will be notified when the records are ready for your review during regular office hours.
There is no cost to view a public record. After the records have been reviewed, the requestor can ask that copies be made of selected records. The Custodian of Records will prepare a Notice of Estimated Costs & Public Records Request. Once payment by check or money order made payable to the Orleans Parish District Attorney is received, copies of the selected records will be made.
 - (b) Have copies made of the records for personal pickup. The cost of copies must be paid IN ADVANCE by check or money order made payable to the Orleans Parish District Attorney. If payment is not received within thirty business days after the notice is sent, the requestor must submit a new request.
 - (c) Have copies of the requested records mailed to the requestor. The cost of the copies must be paid IN ADVANCE by check or money order payable to the Orleans Parish District Attorney. If payment is not received within thirty business days after the notice is sent, the requestor must submit a new request.
 - (d) Have copies of the requested records e-mailed to the requestor. The cost of the copies must be paid IN ADVANCE by check or money order payable to the Orleans Parish District Attorney. If payment is not received within thirty business days after the notice is sent, the requestor must submit a new request.

Costs due are payable upon receipt of the Notice of Estimated Costs for Copies of Public Records notice. If payment is not received within thirty business days after the notice is sent, the requestor must submit a new public records request.

Uniform Fee Schedule

The following Uniform Fee Schedule must be used when furnishing copies of public records requested by the public:

Uniform Fee Schedule		
Item	Regular Fee	Free or Reduced Fee
	(A) Printed Reproduction	
Copy, including records on preprinted computer reports, up to 8½ by 14 inches(B&W & Color)	\$1 per one-sided page \$2 per two-sided copy	\$0.50 per one-sided page \$1 per two-sided copy
Copy, larger than 8½ by 14 inches	Actual cost	Actual cost
Copies printed or produced by outside sources at the request of the department	Actual Cost, plus 15%	Actual Cost, plus 5%
	(B) Digital Reproduction	
Scanned Multimedia Archives Request Fee (Cost Per Page for Scanned Files)	\$1 per page	\$0.50 per page
Copying of CDs or Disk	\$5.00 per CD/Disk copied Plus \$20 per hour (for videos) and in addition to the applicable per page fee	\$5 per disk/CD/tape
Converting VHS or Cassettes to electronic format	\$10.00 per VHS/Cassette copied Plus \$20 per hour (for videos) and in addition to the applicable per page fee	\$2.50 per VHS/Cassette copied Plus \$10 per hour (for videos) and in addition to the applicable per page fee
CDs, DVDs, USBs, Jump drives, or Thumb drives for the transfer of Digitally Reproduced materials	\$25.00 per Device and in addition to the applicable per page fee	\$10.00 per Device and in addition to the applicable per page fee
External Hard Drive for the storage of Digitally Reproduced materials	Actual cost and in addition to the applicable per page fee	Actual cost and in addition to the applicable per page fee
	(C) Miscellaneous Fees	
Facsimile Transmissions	\$1 per page	\$.50 per page
Converting Microfilm to PDF or 8 ½ by 14 inches pages	\$2 per page	\$1 per page
Surcharge for Email Office365, Network Server, and Electronic Database searches & processing	\$20.00 per query term	\$10.00 per query term
Postage & Handling	Actual cost	Actual cost
Viewing records	No charge during regular office hours	No charge during regular office hours

Free or reduced copy fees may be available. Please see Louisiana Public Records Act , R.S. 44:1 *et seq.*